



EXHIBIT REPRESENTATIVE I EXHIBIT REPRESENTATIVE II

OPEN - CONTINUOUS EXAMINATION

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE **DEPARTMENTAL FOR:** California Exposition - State Fair

WHO SHOULD APPLY Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and applicable classification titles.

HOW TO APPLY [Click here for the Qualifications Assessments for Exhibit Representative I & II and State Application STD 678.](#) These items are also available on the State Personnel Board website at: www.jobs.ca.gov or on the California Exposition State Fair website at: www.calexpo.ca.gov or in person at the address listed above.

Submit Examination Application (Std. Form 678) and Qualifications Assessment

By mail with: **or**
California Exposition State Fair
Personnel Office
P.O. Box 15649
Sacramento, CA 95815
(916) 263-1331

In person with:
California Exposition State Fair
Personnel Office
1600 Exposition Blvd
Sacramento, CA 95815
(916) 263-1331

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Office.

APPLICATION DEADLINE/ REQUIREMENTS CONTINUOUS TESTING The testing office will accept examination packets continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered **Continuous testing until December 30, 2016.**

Testing is open for 12 months. You can take the test only once during this testing period. Scoring will be conducted quarterly. Cut-off is the last day every third month. All tests taken after the cut-off date will be held until the following quarter. Results will be available on the 10th of the month following the cut-off dates:

<u>Cut-off Date</u>	<u>Results Date</u>
April 30, 2016	May 10, 2016
July 29, 2016	August 10, 2016
October 31, 2016	November 10, 2016
December 30, 2016	January 10, 2017

Although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest from the established list date.

SALARY RANGE(S) **As of January 11, 2016:**
Exhibit Representative I
\$2,697.00 - \$3,377.00
Exhibit Representative II
\$3,189.00 - \$3,992.00

MINIMUM QUALIFICATIONS **Exhibit Representative I**
Either I
One year, or two show periods, or experience in charge of a large exhibit or several smaller exhibits.
Or II
One year of experience in publicity or promotions work.

Exhibit Representative II
Either I
One year of experience performing the duties of an Exhibit Representative I in the California state service.
Or II
Experience: Either one or a combination of the following:

1. Two years, or four full show periods, of experience in charge of a large exhibit or several smaller exhibits. or
2. Two years of experience in publicity or promotional work.

For Both: Additional Desirable Qualification: Education equivalent to completion of the twelfth grade.

EXAMINATION
PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

Exhibit Representative I & II

Knowledge of:

- 1. Principles and techniques of installing and displaying an exhibit.
- 2. California agriculture and the specialized products of various fair regions.
- 3. Publicity methods and principles.

Ability to:

- 1. Read and write English at a level required for successful job performance.
- 2. Obtain participation of agricultural and industrial organizational representatives.
- 3. Prepare exhibits; write exhibit material.
- 4. Direct the work of others.

ELIGIBLE LIST
INFORMATION

A list of eligible candidates will be established for the **California Exposition, State Fair**. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates.

POSITION
DESCRIPTION AND
LOCATION(S)

Exhibit Representative I

Exhibit Representative I, plans, organizes, and directs several exhibits at a large district fair; supervises the classification and arrangement of these exhibits; allocates and arranges space; assists in the development and distribution of premiums and securing of judges; assists in selecting and hiring temporary fair workers; provides information regarding fair shows and activities; develops publicity material; contacts organizations and persons to obtain their participation in the fair; promotes interim use of fair facilities; lays out and sells commercial space; dictates correspondence and prepares reports.

Exhibit Representative II

Exhibit Representative II, plans, organizes, and directs exhibit programs for one of the largest district fairs; designs and supervises the construction and arrangement of exhibits; determines available space and arranges and allocates it; secures judges; plans the method of awarding premiums and supervises the distribution of premiums; selects and hires temporary fair workers; addresses clubs and organizations and participates in radio and television broadcasts; designs and develops publicity material for various publicity media; arranges for maintenance of exhibits; contacts organizations and persons to obtain their participation in the fair; promotes interim use of fair facilities; lays out and sells commercial space; dictates correspondence and prepares reports.

All positions exist in Sacramento

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

California law allows the granting of Veterans’ Preference in any Open examination. **Veterans’ Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference; 2) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Career credits will not be granted in this examination.

It is the candidate’s responsibility to contact the California State Fair Office at (916) 263-1331, your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

Applications are available at California Exposition State Fair, State Personnel Board offices and local offices of the Employment Development Department, and online at www.calexpo.ca.gov.

The California State Fair reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs’ website at www.jobs.ca.gov/job/VeteransInformation.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT California Exposition State Fair TESTING INFORMATION CALL (916) 263-1331
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.calexpo.ca.gov